

REQUEST FOR QUALIFICATIONS (RFQ) RFQ CM13-02

CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR WASTEWATER AND WATER FACILITIES CONSTRUCTION PROJECTS

SELECTION CM02

The City of Houston intends to enter into a contract for construction management and inspection (CM&I) services to be performed by the selected firm in accordance with the City's [Standard Construction Management and Inspection Contract](#).

To be considered for evaluation, firms shall submit a specific statement of qualifications (SOQ) in the manner described below and may not submit more than one response to this RFQ. **Any firm submitting an SOQ that does not conform to all the requirements of this RFQ will be subject to disqualification.**

1. One hard-copy SOQ, including the entire submittal package (items 1-6, below), and
2. One (1) CD-ROM according to the following instructions:
 - The CD-Rom label clearly shows the firm name and the RFQ number.
 - Only one PDF file on the CD-Rom, with the entire submittal package (items 1-6, below) included within that PDF file. The PDF file shall follow the below naming convention.
 - "<RFQ Number>_<Firm Name>.pdf"
 - Example: "CM13-02_ABC Services.pdf"

Every submittal will be reviewed and rated for accuracy and completeness, but **the following specific errors are cause for disqualification:**

- **Including on the project team a sub-consultant that is a member of more than ten (10) teams for this RFQ,**
- **Qualifications (see below) are on more than eight (8) pages.**

The submittal shall include the following:

1. A transmittal letter of interest notifying the City of Houston of the submitter's intent to be considered for these professional services.
2. A one-page letter from each sub-consulting firm proposed in the submittal indicating that firm's desire to be included and indicating a general statement of the scope of services that the sub-consultant will perform if the submitting firm is selected. **A firm cannot be a sub-consultant on more than 10 teams.**
3. A copy of the submitting firm's response to questionnaire pertaining to "Conflict of Interest". Local Government Code Chapter 176 requires firms seeking to do business with the City of Houston ("City") to file a Conflict of Interest Questionnaire with the City Secretary. The current Conflict of Interest Questionnaire is available for downloading on the website of the Texas Ethics Commission:

<http://www.ethics.state.tx.us/forms/CIQ.pdf> If nobody in the company has a business relationship with the City (as defined in Section 176.001 (1-a) in the Local Government Code), write "N/A" in Section 1 and leave the remainder of the form blank.

4. A copy of the submitting firm's current on-file Department of Public Works and Engineering's *Standard Form for Engineering and Related Services* ("PWE100"). Firms are still responsible for the formal submission of updated PWE100s according to the instructions at the following location: http://www.publicworks.houstontx.gov/notices/pwe_100_form.html
5. A fully completed Pay or Play POP-1A form, which can be found at the following location: <http://www.houstontx.gov/obo/popforms.html>. The City of Houston's Pay or Play (POP) Program as authorized by Ordinance 2007-534 and Executive Order 1-7 will be included as part of the professional services contract.
6. The remainder of the submittal document (Qualifications) shall follow the below parameters:
 - A. Format of Qualifications:
 - Not exceed EIGHT 8^{1/2}x11 pages (single sided),
 - Landscape orientation
 - Font: 11pt Arial
 - Line Spacing: 1.5
 - B. Content of Qualifications:
 - Specific construction management and inspection service capabilities of the firms for the projects;
 - Prior experience (preferably within the last five years) in managing similar public infrastructure or CIP construction projects;
 - Demonstrated ability to manage construction to achieve quality of work required by the construction contract;
 - Demonstrated ability to effectively manage owner's costs and to meet construction schedule;
 - Demonstrated ability to coordinate construction activities and to minimize construction impacts to the general public;
 - Demonstrated ability to work with the contractor in resolving construction conflicts and ensuring safety;
 - Demonstrated knowledge of local conditions;
 - The specific qualifications of team members and sub-consultants (including sub-consultant's employees) proposed for these projects;
 - Demonstrated ability to fulfill MWBE goals.

A committee appointed by the Director of Public Works and Engineering will review the submittals and recommend the most highly qualified submitting firms for selection.

A pre-submission meeting will be held from 2:00 – 4:00 PM on Monday, June 18, 2012 in the George R. Brown Convention Center, Rooms 360A,B,D,E to discuss this and other solicitations.

Deadline: Packages shall be submitted as described above in a sealed envelope with the RFQ number and firm name clearly identified on the outside of the envelope. They shall be addressed to the City of Houston - Department of Public Works and Engineering - 611 Walker, 15th Floor - Houston, Texas 77002, Attention: Mr. J. Timothy Lincoln, P.E., Senior Assistant Director, and **will be received until 2:00 P.M. on July 16, 2012.** Any submissions received after this time will not be considered.

Selection No. CM02

Wastewater and Water Facilities

- **Project Location:** Citywide
- **General Scope:** The services to be performed by the selected firm for this project will be in accordance with the City's [Standard Construction Management and Inspection Contract](#) and the PWE Construction Management Process Manual. The future construction project(s) will be similar in scope to prior City of Houston wastewater treatment plant improvement projects (CIP No. R-000265, R-000298, etc.), water purification plant improvement projects (CIP No. S-000056, S-000066, etc.) and/or other similar construction projects.
- **Anticipated Milestones:**
Initiation of Construction Management and Inspection: FY13